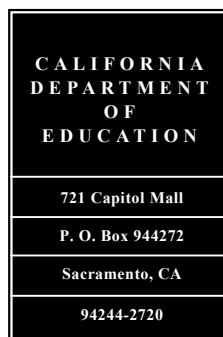




DELAINE EASTIN
State Superintendent of Public Instruction



September 10, 2001

Dear County and District Superintendents and Charter Schools Principals:

This letter provides updated information regarding the Instructional Time and Staff Development Reform (ITSDR) Program, the adopted regulations, and the application forms for the 2001-02 fiscal year. Reference: SB 1193, Chapter 313, Statutes of 1998, Education Code Sections 44579-44579.4.

Purpose

The purpose of the Instructional Time and Staff Development Reform (ITSDR) Program is to enhance staff development opportunities for K-12 classroom personnel by providing funding to eligible school districts, county offices of education, and charter schools. The 2001-02 Budget Act appropriated \$224.157 million to fund this program in 2001-02.

Effective August 19, 1998, the ITSDR Program repealed Education Code Sections that allowed professional development activities to be counted for state funding. Those Education Codes Sections were: 44670.6(SB 1882 = not to exceed eight days), 4864.7 (juvenile court schools = two days), 52022 (SIP = not to exceed eight days), 52854 (SBCP = not to exceed eight days), and 56242 (Special Education = not to exceed two days).

Regulations

Regulations for implementing the ITSDR Program are attached (Appendix A). The Regulations consist of definitions, records of attendance, and method of application for funds. Specific definitions are provided for certificated classroom teacher, certificated teaching assistant, classified classroom instructional aide, classroom instructional aide and assistant, classroom teacher, core curriculum areas, and number of teacher-days attendance.

Who Qualifies for the Funding?

A school district or county office of education that *has certified* for participation in the 2001-02 Peer Assistance and Review (PAR) program, is eligible for an apportionment under the ITSDR Program (Education Code Sections 44504 (b) and 445080).

For eligible school districts, county offices of education, and charter schools, ITSDR provides \$293.42 per day, for up to three days, for each certificated classroom teacher, and \$152.14 per day, for a maximum of one day, for each classified classroom instructional aide and certificated teaching assistant who participates in staff development instructional methods. This includes teaching strategies, classroom management and other training designed to improve pupil performance, conflict resolution, and academic content in the core curriculum areas that are provided by the school district or county office of education.

To determine which staff members qualify for local educational agency (LEA) reimbursement, please read the regulations in Appendix A. For certificated staff, the key words are *“whose duties require him or her to provide direct instruction to pupils in classroom of that school, school district, or county office of education.”* For classified staff, the key words are *“whose duties require him or her to assist certificated classroom teachers in the classroom in the supervision and instruction of pupils.”* Since these specific responsibilities may vary by LEA, the LEA may need to review an individual’s contract, duty statement, or job description to determine if that staff member qualifies for the LEA to receive ITSDR funding.

Staff Development Requirements

The ITSDR requires the staff development to be in instructional methods, including teaching strategies, classroom management and other training designed to improve pupil performance, and academic content in the core curriculum areas provided by the school district, county office of education or charter school. Core curriculum areas are defined in the regulations as those areas of study specified in Education Code Section 51210 (a) through (g), the areas of study for grades 1 through 6, and Section 51220 (a) through (j), the areas of study for grades 7 through 12.

The staff development program must meet local educational priorities as defined by the governing board of the school district, county board of education, or charter school and must be consistent with the regulations defining staff development activities.

The ITSDR requires each eligible participant (certificated and classified) to be present for the full staff development day. Each of these staff development days must be at least as long as the full-time instructional workday for certificated or classified instructional employees. In other words, the staff development day must be commensurate in length with the contracted workday.

The ITSDR does allow each staff development day to be conducted over several calendar days. ITSDR does not permit any of these staff development days to be conducted on a minimum day, except for multi-track, year-round schools, in which case ITSDR does not permit more than two staff development days to be scheduled for “off track” teachers at a school with a minimum day scheduled. The legislative intent is that these staff development days are outside of instructional days or time. The staff development activity may occur from July 1, 2001 through June 28, 2002 (excluding November 11, Veterans Day).

The ITSDR legislation does not preclude make-up opportunities for qualifying staff members who are absent from scheduled activities. The LEA staff development planners should anticipate emergency absences and allow those who are absent to participate in an alternate, principal or committee-approved staff development activity equivalent to the time missed.

The ITSDR permits the governing board of a school district (not county boards of education) to provide additional days of pupil instruction that are in excess of 180 days of instruction per school year, to replace staff development days that are funded under this article. If a school district chooses to replace staff development days that are funded under ITSDR with pupil instruction days, the additional instructional days shall be at least as long as the average length of the instructional day that the district is required to provide in order to qualify for funding pursuant to Part 26 (commencing with Section 46000).

Apportionment

Advance Disbursement: *All LEAs participating in the ITSDR program in 2000-01 will receive an advance disbursement of 25 percent of the amount apportioned in 2000-01 under this program as required by Education Code Section 44579.2 (a)(1). The appropriation will be funded after December 15, 2001. An application for advanced funding is not required.*

*All LEAs not participating in the ITSDR program in 2000-01 and planning to implement an ITSDR program, in 2001-02 may complete and submit the attached “Application for Funding and the Application for Funding and Certification for SB 1193” forms, **due June 28, 2002.***

Final Statement of Activities: At the conclusion of the 2001-02 school year and based upon actual activities, days, and number of participants, the LEA will submit the attached “Certification and Application for Funding - Final Statement of Activities” form, **due June 28, 2002.** The CDE will reconcile the differences between any actual advanced disbursement and the final funding claim. Either the LEA will be apportioned the difference between the advance disbursement and the final claim or CDE will recover the amount from the LEA that was over the disbursed amount.

Filling Out the Forms

When filling the application for funding, “Day One for number” is to communicate the “number of qualifying staff members” who participated in a “day one” activity. Days two and three would be recorded in the same manner. If needed, the LEA may group several hours that are carried over several days as one full day when the hours equal one workday. All funds received from ITSDR activities should be categorized as Resource Code 0000-Revenue Code 8590 unrestricted.

It is imperative that any LEA planning to participate in the ITSDR Program read the attached “Regulations” pertaining to this program. Specifically, Section 6001, “Records of Attendance,” requires that the LEA maintain contemporaneous records of attendance that correctly represent the full days of attendance for each of the participants claimed in this program.

Conclusion

The ITSDR Program is an ongoing program that is intended to be expanded in subsequent fiscal years to provide state funding for staff development. This program is not to be construed as the sole source of funding for staff development activities for school personnel or to limit in any way the amount or type of staff development that is provided to school personnel from other resources.

If you have questions regarding the Instructional Time & Staff Development Reform Program, you may contact John Luster, Consultant, Professional Development Unit in the Professional Development and Curriculum Support Division, at (916) 324-5689.

Sincerely,

Joanne Mendoza, Deputy Superintendent
Curriculum & Instructional Leadership Branch

JM:jl

Attachments: 1. Application for Funding Final Statement of Activities/Certification
(Due June 28, 2002)
2. Appendix A – Regulations